

ADMINISTRATIVE ANALYST

DEFINITION

Under general supervision, to provide technical assistance with fiscal, budgetary, and policy issues and problems; to research, analyze and prepare administrative and technical reports; to perform a variety of delegated assignments and provide administrative support to division or department head; and to perform related work as required.

CLASS CHARACTERISTICS

This is the entry-level classification within the Administrative Analyst series. Incumbents in this classification are expected to possess the basic skills and abilities necessary to perform the duties and responsibilities assigned to the classification. Initially under close supervision, incumbents perform the more routine duties while learning City policies and procedures and specific techniques and regulations related to assigned area. As experience is gained, duties gradually become more diversified and are performed under more general supervision. Administrative Analysts may provide lead direction to support staff on assigned projects.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists in managing specific department or division programs which may include budget development, program policy and procedure development, and program administration
- Monitors program budgets with accountability for revenue and/or expenditure performance; may monitor assigned contracts
- Advises City staff on fiscal and program policy matters
- Prepares staff studies and recommendations as directed; provides general technical assistance to management as assigned
- Assists with preparation and presentation of budgets for assigned units; performs basic budget and expenditure review
- Learns to research and analyze legislative issues and prepares reports on their impact to City operations
- Prepares comprehensive written and financial reports; maintains complete files and records of work performed
- Serves as a liaison with other divisions, departments or program representatives; responds to inquiries from the public and others regarding City activities
- Develops and maintains technical expertise in assigned areas including awareness of current laws, regulations and rules

- Attends meetings and may serve on various committees or boards relative to division activities
- May coordinate programs which cross division or department lines

QUALIFICATIONS

Knowledge of

- Basic principles and practices of public administration
- Fiscal administration, including principles of budget preparation and expenditure control
- Pertinent laws, rules, and regulations affecting the activities of City government
- Basic taxation policies and the various sources of local government funding
- Principles and practices of research and analysis
- Basic principles and practices of supervision
- Correct English usage, grammar, spelling, punctuation
- Mathematics and statistics as applied to human resources work
- Personal computer hardware and software typically found in a modern office

Skill in

- Initiating and conducting basic analytical studies; evaluating alternatives and making sound recommendations in a timely manner
- Understanding, interpreting, analyzing, and applying rules, regulations and guidelines
- Researching and interpreting legislative activities affecting assigned area and reporting on same
- Preparing, verifying and analyzing reports, recommendations, records and correspondence
- Learning the functions of various City departments and divisions
- Organizing and setting priorities for a variety of projects and tasks in an effective and efficient manner to ensure meeting of deadlines
- Representing City policies and programs with other government agencies and the general public as directed
- Responding appropriately, effectively and promptly to the needs of internal and external customers using principles of good customer service
- Establishing and maintaining a variety of filing, record keeping and tracking systems
- Communicating clearly and concisely both orally and in writing
- Using personal computer software for the successful and efficient completion of assigned responsibilities; maintaining proficiency in the applications used by the division
- Establishing and maintaining effective working relationships with those contacted in the course of work

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree in business or public administration, economics or a closely related field, and at least two years of responsible experience in public administrative research and analysis including one year in a lead or supervisory capacity, preferably in a public agency.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.